

# Livestock Office – Follow Ups

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22/10/2021

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## Follow Ups

Livestock Office main menu > Help > Follow Ups

Or use the Shift + F10 key combination

A follow up is a note which can be read by one or up to five users.

If a user has overdue Follow Ups the list will automatically display when the user logs in to Livestock Office. A warning message displays if the user closes the Follow Up list or closes Livestock Office if there are overdue Follow Ups.

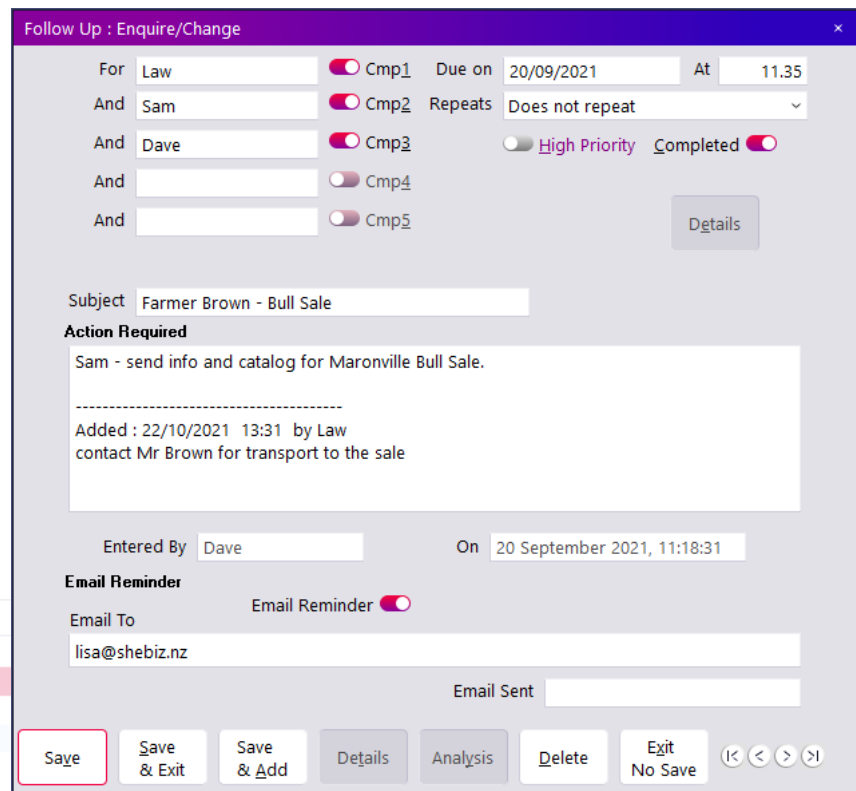
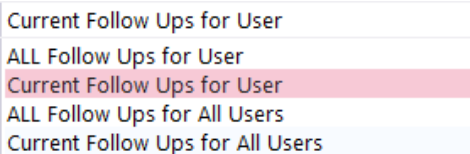
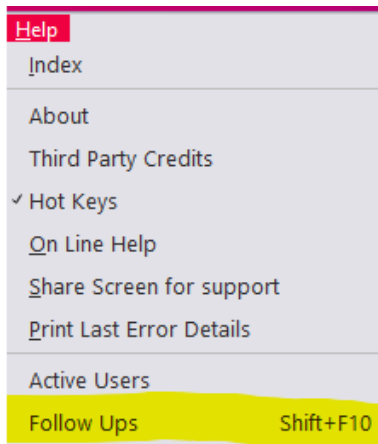
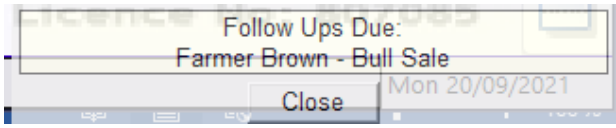
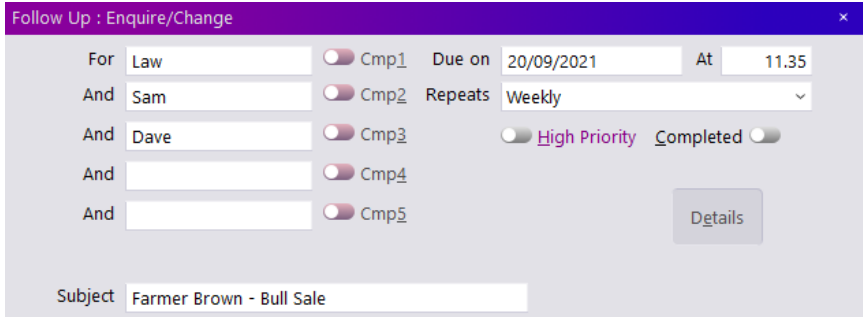
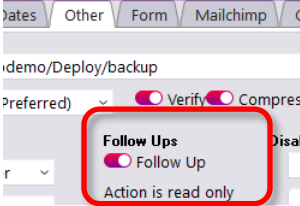
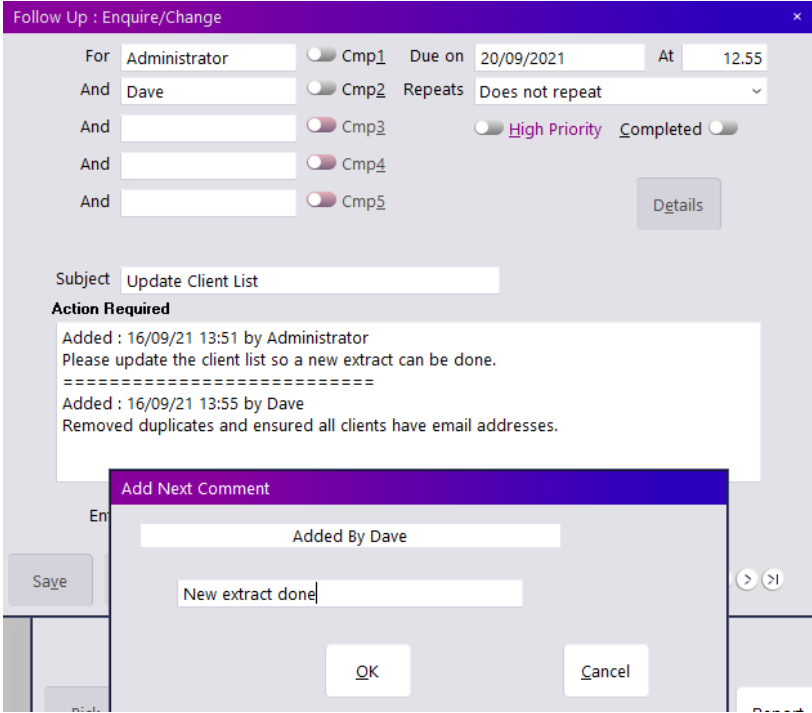


Figure 2: Look up filters

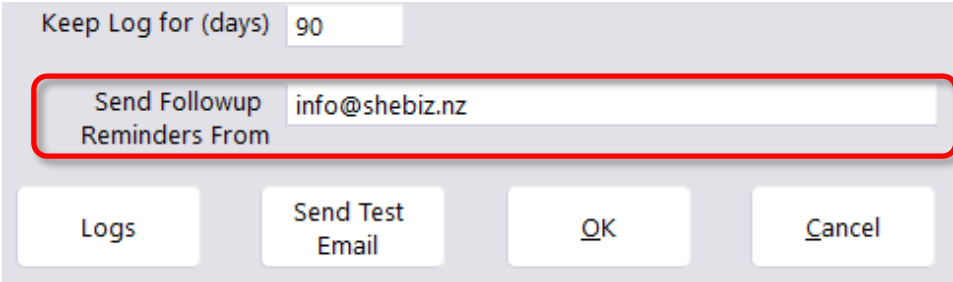
Figure 1: Follow Up Screen

Field	Description
For And And And And	) Enter up to 5 users who will see this Follow Up. ) This will show in each user's Follow Up list. ) ) )
Due On / At	Enter the date and time for the Follow Up. A reminder pops up at the date and time set:   <p style="text-align: center;"><b>Figure 3: Reminder pop up message</b></p> Click close to clear the message.
Repeats	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p><b>Does not repeat</b></p> <p>Daily</p> <p>Weekly</p> <p>Fortnightly</p> <p>Every Four Weeks</p> <p>Monthly</p> <p>Every Two Months</p> <p>Every Three Months</p> <p>Every Four Months</p> <p>Every Six Months</p> <p>Yearly</p> <p>Daily ex Sat,Sun</p> <p>2 Yearly</p> <p>3 Yearly</p> </div> <div style="flex: 1; padding-left: 20px;"> <p>Select a Repeat from the drop-down box if required.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <i>Does Not Repeat</i> - Each of the users can set the follow up as complete</li> <li>• <i>Repeat option selected</i> - individual users cannot mark as complete</li> <li>• <i>A new repeat is automatically generated when Completed is set</i></li> </ul> </div> </div>  <p style="text-align: center;"><b>Figure 4: Repeat selected</b></p>
High Priority	High priority Follow Ups appear before normal priority follow ups for the same day. The follow ups are also colour coded on look up tables with a purple background.
Completed	Set to mark the Follow Up as complete so reminders are not generated.
Subject	Enter the subject of the Follow Up. This what displays on the reminders.

Continued ...

Field	Description
<p>Actions</p> <p>Entered by On</p>	<p>Enter actions for this Follow Up.</p> <p>This field can be made Read Only with new actions/notes automatically appended. Livestock Office main menu &gt; File &gt; Company &gt; Company Details &gt; Other tab</p>  <p><b>Figure 5: Read Only Follow Up Actions</b></p> <p>If this is set new actions/notes can be entered by clicking in the Actions field, and these will append to the existing actions separated by a dotted line.</p>  <p><b>Figure 6: New action being entered in R/O mode</b></p> <p>) Automatically generated when the Follow Up is created. )</p>

Continued...

Field	Description
Email Reminder	If set and email address/es are filled out, an email will be sent to remind that this Follow Up is entered.
Email To	Set the email address to send the reminder. Multiple addresses can be entered separated with a comma.
Email sent	<p>Displays the date and time the email was sent. There will also be a record in the Email Log. <b>File &gt; Company &gt; Email Log.</b></p> <p><i>Note</i></p> <ul style="list-style-type: none"> <li>• <i>Enter the From Email address in the Livestock Office Email Settings: Livestock Office main menu &gt; File &gt; System &gt; Email Settings</i></li> </ul>  <p style="text-align: center;"><b>Figure 7: Email Follow Ups From</b></p>